

Contractual Administrative Procedures

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Note: Blank Forms – Contractor's Invoice NAVFAC 7300/30 (REV 1/02, Contractor Performance Statement NAVFAC 7300/31 (REV 2/01), and Contractor's Release NAVFAC 4330/7 (6/72) are available at http://www.lantdiv.navy.mil/servlet/page?_pageid=6108&_dad=lantdiv&_schema=LANTDIV under the CDesign Forms Directory.	

- **Technical Representatives**

- **Contracting Officer's Representative (COR) and Navy Technical Representative (NTR)**

The COR and NTR will act as the Contracting Officer's representatives for technical matters providing technical direction and discussion as necessary with respect to the specification or statement of work, and monitoring the progress and quality of contractor performance. The COR and NTR are not Administrative Contracting Officers and do not have authority to take any action, either directly or indirectly, that would change the pricing, quantity, place of performance, delivery schedule, or any other terms and conditions of the contract; or to direct the accomplishment of effort which goes beyond the scope of the statement of work in the contract.

When, in the opinion of the contractor, the COR and NTR request effort outside the existing scope of the contract, the contractor shall promptly notify the Contracting Officer in writing. No action shall be taken by the contractor under such direction until the Contracting Officer has issued a modification to the contract or has otherwise resolved the issue.

Copies of all contract correspondence (without enclosures) are to be provided to the COR and the Contract Specialist.

- **A&E Invoicing Procedures**

- **Payment Policy**

It is our policy to process partial payments at significant stages of work completion identified in the contractual Appendix A project scope. Payment requests are generally processed concurrent with a review submittal (i.e., concept, 35%, 100%, final, etc.) required by the Appendix A. Partial payments may be submitted and processed for work other than scheduled review submittals when accompanied by adequate evidence of progress.

For Indefinite Quantity Contracts, each Contract Task Order (CTO) will be considered as a separate contract and must be invoiced for individually (e.g., if you request payment for CTOs 0001, 0003, and 0005, you must submit 3 separate requests for payment).

When submitting requests for payment, it is preferred that the amounts requested be in even dollars – no cents.

- **Payment Requests**

Invoices are processed by the A&E and Construction Contract Division (Code AQ2) Voucher Examiners. All design and engineering service contracts will be processed by Code AQ22G. All environmental and planning contracts will be processed by Code AQ132.

Payment requests are to be submitted utilizing the Contractor's Invoice (NAVFAC Form 7300/30 (REV 1/02)) accompanied by the Contractor Performance Statement (NAVFAC Form 7300/31 (REV 2/01)). Submit only one (1) copy of each form.

Submit all invoices electronically to the e-mail addresses shown below:

Design and Engineering Services Contracts: brenda.d.williams@navy.mil

Environmental and Planning Contracts: james.t.randall@navy.mil

Prior to submitting an invoice package for payment, supporting progress submittals must have been forwarded to the cognizant Project Manager (PM). Progress submittals are the evidence supporting that the work has been completed (i.e., copy of plans, studies, reports, field notes, minutes of meetings held).

Upon receipt of the Contractor's Invoice/Contractor Performance Statement, the Voucher Examiner initiates action to the appropriate PM and/or Architect-in-Charge (AIC)/Engineer-in-Charge (EIC)/Planner-in-Charge (PIC) for validation that the work being invoiced has been completed satisfactorily. Subsequent to confirmation from the PM and/or AIC/EIC/PIC that the Contractor has met the terms of the contract Appendix A, the invoice is submitted for payment. In the event payment has been denied by technical personnel, written notification with justification of payment denial is forwarded to the Contractor.

The entire invoice process has a 30 calendar day allowance for completion beginning with the date the invoice is received by Code AQ2, and ending with the date the check is issued to the Contractor (excludes mailing time). Telephone inquiries regarding the status of an invoice may be made approximately 36 calendar days after submittal as follows:

Code AQ22G: Telephone 757-322-8273

Code AQ132: Telephone 757-322-8277

Instructions for completion of the invoice forms along with sample formats are provided herein. To avoid time delays and/or return of an incomplete package, invoices must be submitted as instructed. Any additional questions you have involving the completion of the invoice forms may be directed to the appropriate Voucher Examiner at the telephone number listed above.

• INVOICE SUBMISSION INSTRUCTIONS

Detailed clarification is outlined on the sample formats provided herein for both the Contractor's Invoice and the Contractor Performance Statement forms. Microsoft Word and/or Excel should be used to fill out the forms. The following briefly identifies mandatory information required to successfully process the invoice package:

CONTRACTOR'S INVOICE

Must identify a point of contact, e-mail address, and telephone number

Must have a digital signature

CONTRACT PERFORMANCE STATEMENT

- a. Modifications to Contracts and CTOs are to be identified as separate "line items" and will be handled as such. List dollar figures separately and DO NOT include these figures in the original Contract or CTO value.

- b. A&E Contract Number and Modification Number; and CTO and Modification to CTO Number are REQUIRED.
- c. Each line item (from columns (3), (4), (5), (6) and (7)) MUST BE extended and totaled at the bottom.
- d. The Contractor Performance Statement shall detail all the services required by the contract line item; e.g., engineering services shall be further broken down to identify field investigation, soil borings, survey/plotting, rendering, etc.
- e. The final sheet of the Contractor Performance Statement MUST INDICATE the contract grand totals as they correspond to the Contractor's Invoice.

Estimated Cost - Column (3): Total value of the Contract including all executed Modifications, CTOs and Modifications to CTOs.

Percentage Complete - Column (4): Percentage of all work completed for the total contract value.

Value - Column (5): Total dollar value of the percentage of work completed in Column (4).

Prior Report – Column (6): Total Dollar Value Paid to Date

This Period – Column (7): Total Dollar Amount being requested by this Invoice

- **FINAL PAYMENT INSTRUCTIONS**

Completion of all contractually obligated work and confirmation that no further work will be added to the contract, constitutes submittal of a final invoice. In addition to the invoice package identified above, a Contractor's Release (NAVFAC 4330/7 (6-72)) (2 copies with original signatures) must accompany your invoice for final payment. Final payment will not be processed without receipt of this form.

- **INSTRUCTIONS FOR COMPLETING CONTRACTOR'S INVOICE
NAVFAC 7300/30 (REV 1/02)**

(Numbers in parenthesis correspond to the form)

- (1) Complete Name and Remittance Address of the firm **as shown on the contract document.**

In the event that the firm has changed its remittance and/or mailing address since the execution of the contract, a formal request for a change of address signed by a firm official must accompany the invoice. Upon receipt of this request, an administrative contract modification will be issued changing the contractor's remittance address.

- (2) Date Initiated (Submitted)

- (3) Duns Number

Can be found at the Central Contractor Registration web site located at:
<http://www.ccr.dlis.dla.mil/>

- (4) Invoice Number

Assign Invoice Numbers chronologically (i.e., 0001, 0002, 0003, etc.). If a previous invoice has been denied payment, use the next sequential unused Invoice Number. Do not reuse the denied Invoice Number.

- (5) Cage Code Number

Can be found at the Central Contractor Registration web site located at:
<http://www.ccr.dlis.dla.mil/>

- (6) Point of Contact, E-mail Address and Telephone Number for this CTO

- (7) Contract Specialist: LANTNAVFACENGCOM Code AQ__

Design and Engineering Services: AQ22G

Environmental and Planning: AQ132

- (8) Contract Number

- (9) Task Order Number

Only for Indefinite Quantity Contracts

- (10) Total Dollar Value of the Contract

This figure represents the **total value of the contract** including all executed Modifications.

For IDIQ contracts, this figure represents the **total value of the specified task order** including all executed Modifications to the CTO.

- (11) Percentage of Performance Complete

This figure represents the percentage of all work completed for the **total contract value or total CTO value**.

- (12) Value of Completed Performance for the CTO or contract

This figure represents the total dollar value of the percentage of work completed in (11) above.

- (13) Total Dollar Value **Paid** to Date for the CTO or contract

- (14) Total Dollar Amount being requested by this Invoice

- (15) **Digital** signature of authorized Company Official

- (16) Date when signed

- (17) Taxpayer Identification No.

- (18) Electronic Funds Transfer (EFT) Banking Informaiton

If applicable

NAVAL FACILITIES ENGINEERING COMMAND

1. CONTRACTOR'S INVOICE

From (1) ABC Corporation, 123 Main St, Virginia Beach, VA Invoice Date (2) June 22, 2004
 Duns# (3) 12-345-7890 Invoice Number (4) 0001
 Cage Code (5) 1ABC2

POC/Telephone/Email for this Invoice: (6) Mr. J. D. Doe/757-333-9999

To: Contract Specialist: (7) AQ22G

Below is a Statement of Performance under Contract (8) N62470-04-D-0001 **Task Order #** (9) 0002
for _____ **at** _____

The enclosure provides breakdown of this statement of performance.

A. Total value of contract/task order through change		<u>\$(10) 390,758</u>
B. Percentage of performance complete	<u>(11) 78%</u>	
C. Value of completed performance		<u>\$(12) 305,383</u>
D. Less total of prior payments		<u>\$(13) 263,091</u>
E. Amount of this invoice		<u>\$(14) 42,292</u>

Signature and Title: (15)
 Signature of Authorized Representative

Date: (16) June 22, 2004

Taxpayer Identification No. (TIN): (17) 54-123456

Electronic Funds Transfer (EFT) Banking Information (if applicable): (18)

2. FIRST ENDORSEMENT**Receipt and Acceptance Certification**

From: _____
 To: DFAS

1. Payment is recommended as follows:

A. Amount of work completed to (date)		
B. Less:		
Retention	\$	
Other Deductions	\$	\$
C. Subtotal		\$
D. Less previous payments		\$
E. Certified amount for payment #	_____ on TO#	\$
F. Elapsed contract time (if applicable)	_____	

Signature: _____ Date: _____
 Signature of Authorized Representative

Name and Title (typed): _____

Phone and Address: _____

3. PROMPT PAYMENT CERTIFICATION

I certify that the accounting data provided is accurate, funds have been obligated in appropriate accounting system and changes have been applied to the appropriate accounting classification reference number (ACRN), available funds have been decremented for the amount approved for disbursement and will not be de-obligated and the above invoice is correct and proper for payment.

Signature: _____ Date: _____
 Signature of Authorized Representative

Name and Title (typed): _____

Phone and Address: _____

Line(s) of accounting to be used for this invoice (include appropriate Line Item # (CLIN, SLIN, or ACRN, etc.)

- **INSTRUCTIONS FOR COMPLETING CONTRACTOR PERFORMANCE STATEMENT NAVFAC 7300/31 (REV 2/01)**

(Bold numbers in parenthesis correspond to the form)

- **Header Information**

- (1) Contract Number and Task Order Number (if applicable)
- (2) Beginning Sheet Number
- (3) Ending Sheet Number
- (4) Period Ending

- **Column Information**

- (5) Cost Category

This number represents the actual contract action; i.e., Award, Modification, CTO or Modification to CTO as shown on the actual contractual document

- (6) CLIN #, SLIN# OR ACRN#

- (7) Description of Line Item Services

The Contractor Performance Statement shall further detail all the services required by the contract line item; e.g., engineering services shall be further broken down to identify field investigation, soil borings, survey/plotting, rendering, etc.

- (8) Estimated Cost

Total Dollar Amount of Negotiated Line Item

- (9) Percent Complete

Percentage of Work Completion including the Work being Invoiced

- (10) Value

Total Dollar Amount of Work Completed including the Work being Invoiced

- (11) Prior Report

Total Dollar Amount Paid Prior to this Invoice

- (12) This Period

Total Dollar Amount being requested by this Invoice

(iaw FAR 32.905)

- **INSTRUCTIONS FOR COMPLETING CONTRACTOR'S RELEASE
NAVFAC 4330/7 (REV 6/72)**

(Numbers in parenthesis correspond to the form)

- (1) Contract Number
- (2) Total Dollar Value of the Contract

This figure represents the **total value** of the Contract including all **executed** Modifications, Contract Task Orders and Modifications to Contract Task Orders.

- (3) Total Dollar Value **Paid** to Date
- (4) Total Dollar Amount to be paid by Final Invoice
- (5) Date of Final Release Execution by Company Official
- (6) Complete Name of the firm **as shown on the contract document.**
- (7) **Original** signature of Company Official
- (8) Typed Title of Company Official
- (9) **Original** signature of Witnesses

In the event the Company is not Incorporated, two witnesses are required

- (10) Certificate

If the Company is Incorporated, the Secretary of the Corporation must sign the final release and affix the Corporate Seal.

CONTRACTOR'S RELEASE UNDER CONTRACT (1) N62470-98-D-0001

KNOW ALL MEN BY THESE PRESENTS: In consideration of the premise and the sum of (2) Six hundred ninety-four thousand seven hundred sixty-six and 00/100 dollars \$ 694,766.00 lawful money of the United States of America (hereinafter called the "Government") (3) Five hundred forty-seven thousand four hundred eight and 00/100 dollars \$ 546,408.00 of which has already been paid and (4) One hundred forty-seven thousand three hundred fifty-eight and 00/100 dollars \$ 147,358.00 of which is to be paid by the Government under the abovementioned contract, the undersigned contractor does, and by the receipt of said sum shall, for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents and employees, of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of said contract.

IN WITNESS WHEREOF, this release has been executed this (5) day of _____ 20 ____

WITNESSES:

(6)

(Contractor)

(9)

BY: (7)

TITLE: (8)

NOTE: In case of a corporation, witnesses are not required, but certificate (below) must be completed.

CERTIFICATE

I, (10), certify that I am the _____ secretary of the corporation named as Contractor in the foregoing release; that _____ who signed said release on behalf of the Contractor was then _____ of said corporation; that said release was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal)

NAVAL FACILITIES ENGINEERING COMMAND**1. CONTRACTOR'S INVOICE**

From _____ Invoice Date _____
 Duns# _____ Invoice Number _____
 Cage Code _____

POC/Telephone/Email for this Invoice: _____

To: _____ Contract Specialist: _____

Below is a Statement of Performance under Contract _____ **Task Order #** _____
for _____ **at** _____

The enclosure provides breakdown of this statement of performance.

A. Total value of contract/task order through change	_____	\$
B. Percentage of performance complete	_____	%
C. Value of completed performance	_____	\$
D. Less total of prior payments	_____	\$
E. Amount of this invoice	_____	\$

Signature and Title: _____

Signature of Authorized Representative

Date: _____

Taxpayer Identification No. (TIN): _____

Electronic Funds Transfer (EFT) Banking Information (if applicable): _____

2. FIRST ENDORSEMENT**Receipt and Acceptance Certification**

From: _____

To: DFAS _____

1. Payment is recommended as follows:

A. Amount of work completed to (date)	_____	\$
B. Less:		
Retention	\$ _____	
Other Deductions	\$ _____	\$
C. Subtotal	_____	\$
D. Less previous payments	_____	\$
E. Certified amount for payment # _____ on TO# _____	_____	\$
F. Elapsed contract time (if applicable)	_____	

Signature: _____ Date: _____

Signature of Authorized Representative

Name and Title (typed): _____

Phone and Address: _____

3. PROMPT PAYMENT CERTIFICATION

I certify that the accounting data provided is accurate, funds have been obligated in appropriate accounting system and changes have been applied to the appropriate accounting classification reference number (ACRN), available funds have been decremented for the amount approved for disbursement and will not be de-obligated and the above invoice is correct and proper for payment.

Signature: _____ Date: _____

Signature of Authorized Representative

Name and Title (typed): _____

Phone and Address: _____

Line(s) of accounting to be used for this invoice (include appropriate Line Item # (CLIN, SLIN, or ACRN, etc.) _____

CONTRACT PERFORMANCE STATEMENT

CONTRACT _____
Sheet _____ of _____
Period Ending _____

LOCATION:

[illegible]

Remarks:

Signature: _____ Date: _____
Signature of Authorized Representative

Name and Title (typed): _____

Phone and address: _____
(law FAR 32.905)

CONTRACTOR'S RELEASE UNDER CONTRACT _____

KNOW ALL MEN BY THESE PRESENTS: In consideration of the premise and the sum of _____

_____ \$ _____ lawful money of the

United States of America (hereinafter called the "Government") _____

_____ \$ _____ of which has already

been paid and _____

_____ \$ _____ of which is to be paid
by the Government under the abovementioned contract, the undersigned contractor does, and by the receipt of said sum shall, for itself, its successors and assigns, remise, release and forever discharge the Government, its officers, agents and employees, of and from all liabilities, obligations and claims whatsoever in law and in equity under or arising out of said contract.

IN WITNESS WHEREOF, this release has been executed this _____ day of _____ 19 _____

WITNESSES:

(Contractor)

_____ BY:

_____ TITLE:

NOTE: In case of a corporation, witnesses are not required, but certificate (below) must be completed.

CERTIFICATE

I, _____, certify that I am the
_____ secretary of the corporation named as Contractor in the foregoing release; that
_____ who signed said release on behalf of the Contractor was then
_____ of said corporation; that said release was duly signed for and in behalf of
said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal)
